National Student Loan Data System

(DRAFT)

New Enrollment Reporting File Layout
(Fixed Width)

November 25, 2013

1. NSLDS New Enrollment Reporting File Layout (Fixed Width)

Note: This is a DRAFT version of the NSLDS New Enrollment Reporting File Layout (Fixed-Width).

As a result of the [150% Direct Subsidized Loan Limit](#), schools will be required to report enrollment at the program level by July 1, 2014. The 150% limit necessitates several changes to the Enrollment Reporting file layout. The introduction below summarizes these changes and describes what actions schools must perform to accommodate them.

While all aspects of the new, program-level enrollment reporting have not been finalized, we recognize the importance of providing schools with this information as soon as possible. We will notify the community as soon as the final versions of the new enrollment reporting file layouts are available.

*Schools may begin using the new file layouts (fixed-width or CSV) no earlier than April 14, 2014. However, all schools **must** begin using one of the new enrollment reporting file layouts by **July 1, 2014**.*

The Department of Education requires schools participating in the Title IV federal student aid programs to report the enrollment information of students who receive federal student aid to the National Student Loan Data System (NSLDS). While NSLDS offers schools several options for reporting enrollment data online using the [NSLDS Professional Access Web site](#), most schools report enrollment information by exchanging batch files with NSLDS across the Student Aid Internet Gateway (SAIG).

The batch Enrollment Reporting process has four steps. Each step uses the same basic Enrollment Reporting file layout, although some fields (such as error codes) are not populated at every step. These steps are as follows:

1. NSLDS initiates the process by sending each school location an Enrollment Roster containing all the student enrollment records that NSLDS expects the school to report on.

2. Once it has performed the necessary updates to the data in the Enrollment Roster, the school returns it to NSLDS as a Roster Submittal file.

3. NSLDS responds to the school with an Error / Acknowledgement file that acknowledges receipt of the school's Roster Submittal file and identifies any errors in that file as a whole or in the detail records it contains.

4. The school corrects the records in the Error / Acknowledgement file and returns the corrected records to NSLDS as an Error Correction file.

Schools can select the file format they use for exchanging batch Enrollment data with NSLDS by updating their preferences on the Enrollment Reporting Profile page of the [NSLDS Professional](#)

Access Web site. Schools that do not make another selection will receive their enrollment roster in the enhanced fixed-width format.

By July 1, 2014, schools must begin to submit one of the following modified file layouts, which add new record types and new data fields to support the 150% Direct Subsidized Loan Limit:

- New Fixed-Width

- New Comma Separated Values (CSV)

When this change occurs, NSLDS will no longer accept files in the previous fixed-width or CSV formats. At the same time, NSLDS will temporarily stop accepting files in the XML format, although support for XML file exchange with a modified schema will be added at a later date.

The new fixed-width Enrollment Reporting file will consist of a header and trailer record and multiple detail record types. These record types are:

- Record Type '000' – Header (existing)

- Record Type '001' – Campus-Level (existing record with updates)

- Record Type '002' – Program-Level (new)

- Record Type '003' – E-mail (new)

- Record Type '999' – Trailer (existing record with updates)

The changes to the existing '001' Campus-Level record type are:

- Addition of Student Phone Number fields

- OPEID and Move To OPEID will be 8-digit fields

- Move To OPEID field repositioned to end of record

- Credential Level moving to Program-Level Record Type '002'

- Addition of Bundle Rejected Flag (see below)

The fields in the new '002' Program-Level record type include:

- Classification of Instructional Programs (CIP) code

- Program Credential Level

- Published Program Length

- Published Program Length Measurement (Weeks, Months, Years)

- Weeks in Title IV Academic Year

- Program Begin Date

- Special Program Indicator

- Program Enrollment Status

- Program Enrollment Effective Date

- Bundle Rejected Flag

The fields in the new '003' E-mail Address record type include:

- E-mail Address

- E-mail Effective Date

- Bundle Rejected Flag

The changes to the existing '999' Trailer Record type are:

- Addition of Valid Detail Record Count

- Addition of Detail Records in Error Count

A single update for a student at a given school location will consist of a *bundle* of detail records including:

- One campus-level record (record type '001') containing student and campus-level information (required),

- One or more program-level records (record type '002') containing information about that student's enrollment in individual programs and information about those programs (required), and

- One or more e-mail records (record type '003') containing information about the student's e-mail address(es) (optional).

The records in a bundle must all have the same values in the Student Current SSN and OPEID fields that occupy columns 4–20 in the layout of each detail record type. When a school sends a Roster Submittal or Error Correction file to NSLDS, the school must group the records for a given student in a single bundle ordered by record type. Likewise, a school should expect the Enrollment Roster and Error / Acknowledgement files they receive from NSLDS to bundle records for individual students.

Here is an example of the "bundle" format:

Header '000' record

Student A '001' record (campus-level)

Student A '002' record (program-level)

Student A '002' record (if multiple programs, one '002' record for each program)

Student A '003' record (e-mail address - optional)

Student B '001' record (campus-level)

Student B '002' record (program-level)

Student B '003' record (e-mail address – optional)

Student C etc.

Trailer '999' record

Because each student's update will consist of multiple detail records, a valid detail record of one type may be rejected by NSLDS because of an error in another detail record in the same student's bundle. Each detail record type in the new layout will include a field named *Bundle Rejected Flag*. That flag will be set to "Y" for all the detail records in a bundle that contains an error, although the actual error code will only be displayed on the detail record that contains the error.

This document provides the draft layout for the new fixed-width Enrollment Reporting files, including the new records and fields that will be available to schools beginning on April 14, 2014. Schools must transition to the new reporting format by July 1, 2014. This file layout identifies the position, the data element name, description, field format, and length as they will most likely appear on the fixed-width file when it is finalized. Additional information regarding the NSLDS Enrollment Reporting Process will be provided in a future version of the NSLDS Enrollment Reporting Guide.

NSLDS sends fixed-width Enrollment Roster and Error / Acknowledgement files to schools using SAIG message class EFRFLEOP. Schools should return fixed-width Roster Submittal and Error Correction files to NSLDS using SAIG message class EFSFLEIN.

2. Fixed Width File Format

Enrollment Reporting File Header Record *Length = 410*

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
1	3	Record Type	'000' indicates header record.	Char.	3
4	12	Filler	Filler	Char.	9
13	20	File Content ID	Optional: Content of the file is indicated by this ID. This field is not edited. On a submittal file the reported id is returned to the originator of the file in the NSLDS response. Submitter can use this field as they see fit to indicate file content. When NSLDS generates the initial Roster, the file content ID contains: • "SERVICER" when the file contains multiple OPEID's different at the 6 digit level. • OPEID when the file is split into multiple files due to a split file preference. • First 6 positions of OPEID when the file is not indicated to be split.	Char.	8
21	46	Header Label	'NSLDS ENRL SUBMITTAL V2' or 'NSLDS ENRL ERROR V2'	Char.	26
47	54	Submittal Date	Date the File content was created. Format CCYYMMDD	Date	8
55	55	File Type	Valid values are: • 'R' (Roster) • 'E' (Error) • 'A' (Ad hoc)	Char.	1
56	410	Filler	Filler	Char.	355

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
1	3	Record Type	'001' indicates campus-level record.	Char.	3
4	12	Student Current SSN	Student's current Social Security Number	Char.	9
13	20	OPEID	Eight-digit Office of Postsecondary Education ID for school location certifying enrollment.	Char.	8
21	22	Filler	Filler	Char.	2
23	23	Student Current SSN Pseudo Indicator	Valid values are: • 'R' (Real) • 'P' (Pseudo)	Char.	1
24	58	Student Current First	Student's current first name. 'NFN' for students with no first name.	Char.	35
59	93	Student Current Last	Student's current last name. 'NLN' for students with no last name.	Char.	35
94	128	Student Current Middle	Student's current middle name.	Char.	35
129	136	Student DOB	Student's Date of Birth. Format CCYYMMDD. Use '19000101' if student's DOB unknown.	Date	8
137	156	Student Branch Designator Code	Optional field used by schools to identify students within their own systems	Char.	20
157	164	Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date	8
165	172	Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date	8

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
173	173	Enrollment Status	Code for student's enrollment status at school: • 'F' (full-time) • 'Q' (three-quarter time) • 'H' (half-time) • 'L' (less than half-time) • 'A' (leave of absence) • 'G' (graduated) • 'W' (withdrawn) • 'D' (deceased) • 'X' (never attended) • 'Z' (record not found)	Char.	1
174	175	Filler	Filler	Char.	2
176	183	Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date	8
184	191	Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date	8
192	199	Term End Date	Date on which the current term will end. Format CCYYMMDD	Date	8
200	207	Address Effective Date	Date student's address became effective or the sender became aware of the information. Format CCYYMMDD	Date	8
208	208	Good Address Flag	Flag to indicate a valid student address. Valid values are: • 'Y' • 'N' Spaces default to 'Y'.	Char.	1

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
209	248	Student Address Line 1	First line of student address	Char.	40
249	288	Student Address Line 2	Second line of student address	Char.	40
289	318	Student Address City	City where student lives	Char.	30
319	320	Student Address State / Province	State or province where student lives	Char.	2
321	321	Filler	Space	Char.	1
322	323	Student Address Country	Country where student lives (*see Appendix A*)	Char.	2
324	340	Student Address Postal Code	Postal code where student lives	Char.	17
341	341	Student Phone Type	The type of phone number being reported. Values are: • 'C' (Cell) • 'H' (Home) • 'O' (Other) • 'W' (Work)	Char.	1
342	342	Preferred Phone Number Flag	Flag indicating whether this is a phone number the student prefers to use. Values are: • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	1
343	345	Student Phone Country Code	The country code for the student phone number.	Char.	3

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
346	356	Student Phone Number	The student's phone number.	Char.	11
357	364	Move To OPEID	Eight-digit Office of Postsecondary Education ID for school location to which student enrollment is being moved.	Char.	8
365	394	Filler	Filler	Char.	30
395	395	Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: • 'Y' (Yes) • SPACE (No)	Char.	1
396	397	Error Code 1	Code of error returned to school by NSLDS	Char.	2
398	398	Filler	Space	Char.	1
399	400	Error Code 2	Code of error returned to school by NSLDS	Char.	2
401	401	Filler	Space	Char.	1
402	403	Error Code 3	Code of error returned to school by NSLDS	Char.	2
404	404	Filler	Space	Char.	1
405	406	Error Code 4	Code of error returned to school by NSLDS	Char.	2
407	407	Filler	Space	Char.	1
408	409	Error Code 5	Code of error returned to school by NSLDS	Char.	2
410	410	Filler	Space	Char.	1

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
1	3	Record Type	'002' indicates program-level record.	Char.	3
4	12	Student Current SSN	Student's Current Social Security Number	Char.	9
13	20	OPEID	Eight-digit Office of Postsecondary Education ID for school location certifying enrollment.	Char.	8
21	26	CIP Code	Six-digit Classification of Instructional Program code (without period) identifying a program's academic content.	Char.	6
27	30	CIP Year	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY	Char.	4
31	32	Credential Level	The credential level of the program. Values are: • '01' (Undergraduate Certificate or Diploma Program) • '02' (Associate's Degree) • '03' (Bachelor's Degree) • '04' (Post Baccalaureate Certificate) • '05' (Master's Degree) • '06' (Doctoral Degree) • '07' (First Professional Degree) • '08' (Graduate / Professional Certificate) • '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification])	Char	2

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
33	38	Published Program Length	The length of the instructional program in years, months, or weeks as published by the school. Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report: • "000100" to represent a value of one tenth • "001000" to represent a value of one • "010000" to represent a value of ten • "100000" to represent a value of one hundred	Num.	6
39	39	Published Program Length Measurement	The unit of measure for the length of the instructional program as published by the school. Values are: • 'W' (Weeks) • 'M' (Months) • 'Y' (Years)	Char.	1
40	45	Weeks in Title IV Academic Year	The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M. Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report: • "000100" to represent a value of one tenth • "001000" to represent a value of one • "010000" to represent a value of ten • "100000" to represent a value of one hundred	Num.	6
46	53	Program Begin Date	Date on which the student began attending the program. Format CCYYMMDD	Date	8

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
54	54	Special Program Indicator	Flag to indicate that the program belongs to one of the following groups: • 'A' (TBD) • 'B' (TBD) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate / Professional) • 'T' (Non-Credential Teacher Certification) • 'U' (Preparatory Coursework Undergraduate)	Char.	1
55	55	Program Enrollment Status	Code for the student's enrollment status in that program. Values are: • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found)	Char.	1
56	63	Program Enrollment Effective Date	Effective date for the program enrollment reported by the school. Format CCYYMMDD	Date	8
64	394	Filler	Filler	Char.	331
395	395	Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: • 'Y' (Yes) SPACE (No)	Char.	1

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
396	397	Error Code 1	Code of error returned to school by NSLDS.	Char.	2
398	398	Filler	Space	Char.	1
399	400	Error Code 2	Code of error returned to school by NSLDS.	Char.	2
401	401	Filler	Space	Char.	1
402	403	Error Code 3	Code of error returned to school by NSLDS.	Char.	2
404	404	Filler	Space	Char.	1
405	406	Error Code 4	Code of error returned to school by NSLDS.	Char.	2
407	407	Filler	Space	Char.	1
408	409	Error Code 5	Code of error returned to school by NSLDS.	Char.	2
410	410	Filler	Space	Char.	1

Enrollment Reporting File E-mail Record　　　　　　　　　　　　　　　　　　*Length = 410*

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
1	3	Record Type	'003' indicates e-mail record.	Char.	3
4	12	Student Current SSN	Student's Current Social Security Number	Char.	9
13	20	OPEID	Eight-digit Office of Postsecondary Education ID for school location certifying enrollment.	Char.	8
21	28	Email Effective Date	Date as of which the e-mail address is effective. Format CCYYMMDD	Date	8

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
29	29	Good Email Address Flag	Flag indicating that the e-mail address is good according to the school. Values are: • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	1
30	157	Email Address	The e-mail address being reported.	Char.	128
158	394	Filler	Filler	Char.	237
395	395	Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: • 'Y' (Yes) SPACE (No)	Char.	1
396	397	Error Code 1	Code of error returned to school by NSLDS.	Char.	2
398	398	Filler	Space	Char.	1
399	400	Error Code 2	Code of error returned to school by NSLDS.	Char.	2
401	401	Filler	Space	Char.	1
402	403	Error Code 3	Code of error returned to school by NSLDS.	Char.	2
404	404	Filler	Space	Char.	1
405	406	Error Code 4	Code of error returned to school by NSLDS.	Char.	2
407	407	Filler	Space	Char.	1
408	409	Error Code 5	Code of error returned to school by NSLDS.	Char.	2
410	410	Filler	Space	Char.	1

Enrollment Reporting File Trailer Record   *Length = 410*

Pos FR	Pos TO	Attribute	Description	Field Format	Lth
1	3	Record Type	'999' indicates trailer record.	Char.	3
4	12	Filler	Spaces	Char.	9
13	20	File Content ID	Same as header.	Char.	8
21	28	Detail Record Count	Number of detail records	Num.	8
29	36	Valid Detail Record Count	Number of valid detail records in the file.	Num.	8
37	44	Detail Records in Error Count	Number of detail records in error in the file.	Num.	8
45	410	Filler	Spaces	Char.	366

Appendix A – Country Codes

Country Codes			
Code	**Country**	**Code**	**Country**
AX	Aaland Islands	LR	Liberia
AF	Afghanistan	LY	Libyan Jamahiriya
AL	Albania	LI	Liechtenstein
DZ	Algeria	LT	Lithuania
AD	Andorra	LU	Luxembourg
AO	Angola	MO	Macao, China (People's Republic)
AI	Anguilla	MG	Madagascar
AQ	Antarctica	MW	Malawi
AG	Antigua and Barbuda	MY	Malaysia
AR	Argentina	MV	Maldives
AM	Armenia	ML	Mali
AW	Aruba	MT	Malta
SH	Ascension	MH	Marshall Islands
AU	Australia	MQ	Martinique
AT	Austria	MR	Mauritania
AZ	Azerbaijan	MU	Mauritius
BS	Bahamas	MX	Mexico
BH	Bahrain	FM	Micronesia (Federated States of)
BD	Bangladesh	MD	Moldova
BB	Barbados	MC	Monaco
BY	Belarus	MN	Mongolia
BE	Belgium	MS	Montserrat
BZ	Belize	MA	Morocco
BJ	Benin	MZ	Mozambique
BM	Bermuda	MM	Myanmar
BT	Bhutan	NA	Namibia
BO	Bolivia	NR	Nauru

Country Codes			
Code	Country	Code	Country
BA	Bosnia and Herzegovina	NP	Nepal
BW	Botswana	AN	Netherlands Antilles
BV	Bouvet Island	NL	Netherlands
BR	Brazil	NC	New Caledonia
IO	British Indian Ocean Territory	NZ	New Zealand (including the Ross Dependency)
VG	British Virgin Islands	NI	Nicaragua
BN	Brunei Darussalam	NE	Niger
BG	Bulgaria (Republic)	NG	Nigeria
BF	Burkina Faso	NU	Niue
BI	Burundi	NF	Norfolk Island
KH	Cambodia	NO	Norway
CM	Cameroon	OM	Oman
CA	Canada	PK	Pakistan
CV	Cape Verde	PW	Palau
KY	Cayman Islands	PS	Palestinian Territory, Occupied
CF	Central African Republic	PA	Panama (Republic)
TD	Chad	PG	Papua New Guinea
CL	Chile	PY	Paraguay
CN	China (People's Republic)	PE	Peru
CX	Christmas Island	PH	Philippines
CC	Cocos Islands	PN	Pitcairn, Henderson, Ducie and Oeno
CO	Colombia	PL	Poland
KM	Comoros	PT	Portugal
CG	Congo (Republic)	PR	Puerto Rico
CK	Cook Island	QA	Qatar
CR	Costa Rica	RE	Reunion
CI	Cote d'Ivoire (Republic)	RO	Romania
HR	Croatia	RU	Russian Federation
CU	Cuba	RW	Rwanda

Code	Country	Code	Country
CY	Cyprus	KN	Saint Christopher (St Kitts) and Nevis
CZ	Czech Republic	LC	Saint Lucia
KP	Democratic People's Republic of Korea	VC	Saint Vincent and the Grenadines
CD	Democratic Republic of the Congo	WS	Samoa
DK	Denmark	AS	Samoa
DJ	Djibouti	SM	San Marino
DM	Dominica	ST	Sao Tome and Principe
DO	Dominican Republic	SA	Saudi Arabia
TP	East Timor	RE	Scattered Islands
EC	Ecuador	SN	Senegal
EG	Egypt	YU	Serbia and Montenegro
SV	El Salvador	SC	Seychelles
GQ	Equatorial Guinea	SL	Sierra Leone
ER	Eritrea	SG	Singapore
EE	Estonia	SK	Slovakia
ET	Ethiopia	SI	Slovenia
FK	Falkland Islands (Malvinas)	SB	Solomon Islands
FO	Faroe Islands	SO	Somalia
FJ	Fiji	ZA	South Africa
FI	Finland (including the Aland Islands)	GS	South Georgia and the South
FR	France	ES	Spain
GF	French Guiana	LK	Sri Lanka
PF	French Polynesia (including Clipperton)	SH	St Helena
TF	French Southern and Antarctic Territories	SD	Sudan
GA	Gabon	SR	Suriname
GM	Gambia	SJ	Svalbard and Jan Mayen
GE	Georgia	SZ	Swaziland
DE	Germany	SE	Sweden
GH	Ghana	CH	Switzerland

Country Codes

Country Codes

Code	Country	Code	Country
GI	Gibraltar	SY	Syrian Arab Republic
GB	Great Britain	TW	Taiwan, Province of China
GR	Greece	TJ	Tajikistan
GL	Greenland	TZ	Tanzania (United Republic)
GD	Grenada	YT	Territorial Community of Mayotte
GP	Guadeloupe (incl. St Barthelemy)	PM	Territorial Community of St Pierre
GU	Guam	TH	Thailand
GT	Guatemala	MK	The former Yugoslav Rep of Macedonia
GN	Guinea	TL	Timor
GW	Guinea-Bissau	TG	Togo
GY	Guyana	TK	Tokelau
HT	Haiti	TO	Tonga (including Niuafo'ou)
HM	Heard Island and McDonald Islands	TT	Trinidad and Tobago
HN	Honduras (Republic)	SH	Tristan da Cunha
HK	Hong Kong, China (People's Republic)	MP	Trust territory of the Pacific Islands
HU	Hungary (Republic)	TN	Tunisia
IS	Iceland	TR	Turkey
IN	India	TM	Turkmenistan
ID	Indonesia	TC	Turks and Caicos Islands
IR	Iran (Islamic Republic)	TV	Tuvalu
IQ	Iraq	UG	Uganda
IE	Ireland	UA	Ukraine
IL	Israel	AE	United Arab Emirates
IT	Italy	UM	United States Minor Outlying Islands
JM	Jamaica	US	United States of America
JP	Japan	UY	Uruguay
JO	Jordan	UZ	Uzbekistan
KZ	Kazakhstan	VU	Vanuatu
KE	Kenya	VA	Vatican

Country Codes			
Code	**Country**	**Code**	**Country**
KI	Kiribati	VE	Venezuela
KR	Korea (Republic)	VN	Viet Nam
KW	Kuwait	VI	Virgin Islands of the USA
KG	Kyrgyzstan	WF	Wallis and Futuna Islands
LA	Lao People's Democratic Republic	EH	Western Sahara
LV	Latvia	YE	Yemen
LB	Lebanon	ZM	Zambia
LS	Lesotho	ZW	Zimbabwe